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SAN FRANCISCO DIVISION E-ORDERS PROCEDURES

I. Uploading Orders

When a proposed order is uploaded in CM/ECF (Bankruptcy/Order Upload), counsel should link it to the appropriate motion. (Do not link the order to a request for default). Counsel submitting orders generally do not need to include any form of transmittal letter. A proof of service of proposed orders in accordance with B.L.R. 9021-1 should be docketed separately. The proof of service should be docketed in CM/ECF before the Order is uploaded **(Bankruptcy/Miscellaneous/Certificate of Service/add to text “*regarding proposed order,*” and reference the original motion entry)**. Similarly, any declarations of default or other documents necessary for the review of an order should be docketed before uploading the order. Do not put “proposed” in the title of the order.

II. Communicating with Chambers Regarding Proposed Orders

Occasionally counsel desire expedited handling of orders in the case of bona fide emergencies (e.g., sale of property; issuance of a temporary restraining order). After such an order has been uploaded into the ECF system, counsel may notify chambers by telephone or via an e-mail to the assigned judge’s designated email addresses below. Do not send the order itself to the e-mail addresses.

**JUDGE
MONTALI**

Montali_Orders@canb.uscourts.gov **AND**

Peggy_Brister@canb.uscourts.gov

**JUDGE
CARLSON**

Carlson_Orders@canb.uscourts.gov **AND**

Jane_Galvani@canb.uscourts.gov

**JUDGE
BLUMENSTIEL**

John_Cannizzaro@canb.uscourts.gov **AND**

Emily_Keller@canb.uscourts.gov

When counsel believe it necessary to advise the court about a matter pertaining to a submitted order (e.g., that opposing counsel has agreed to the form; that opposing counsel has disagreed as to the form and will submit an alternate form, etc.), they may notify the chambers of the assigned judge at the e-mail addresses above (with a copy to opposing counsel and other parties as appropriate). Alternatively, counsel may docket (as a separate document) a letter with proof of service in CM/ECF

(Bankruptcy/Miscellaneous/Document: include in the text “ *Letter to Court regarding proposed order*”). The letter will become and remain a permanent part of the record in the case. Please notify the appropriate chambers by e-mail when the letter is docketed.

III. Court Service List

In general, orders should be served only on specified respondents or on parties opposing the relief granted (or seeking the relief denied). As indicated in B.L.R. 9022-1, counsel who are Registered Participants in the Court’s ECF system who have appeared in the case or adversary proceeding will receive a Notice of Electronic Filing of the order. Accordingly, the court service list at the end of orders **shall only** include the names of counsel and/or parties who are not registered CM/ECF Participants in the case or proceeding. (To view a list of Registered Participants in a particular case or adversary proceeding, go to UTILITIES in ECF; click on "Mailings . . . "; click on "Mailing Info for a Case No."; insert the case number; then click SUBMIT. The list shall include counsel and/or parties who are currently registered participants and who will receive e-mail notice/service for the particular case or adversary proceeding.

In addition, the names on the court service list **shall be** alphabetized by **first name**. In cases where the court service list contains more than fifty names, the court will not serve the

order. Rather, promptly upon entry of the order, counsel must serve the signed order and thereafter file a proof of service with the court.

ECF Reference Desk
Division Procedures

Source URL (modified on 10/06/2014 - 3:48pm):

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